



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

August 15, 2008

(LEA Name)
(Street)
(City)
CTDS

Re: LEA Improvement Notification

Dear Superintendent:

Recently, the Arizona Department of Education released the Adequate Yearly Progress (AYP) determinations for all schools and districts as required by the Federal *No Child Left Behind Act of 2001* (NCLB). According to our records, your LEA has been identified for Title I LEA Improvement because your district/charter did not make (AYP) for two consecutive years in the same indicator and across all grade spans or you made AYP and are currently “frozen” in Title I LEA Improvement.

Please note that you may appeal the improvement label, however, you are advised to register for the School Improvement and Intervention September – Fall Process Forum as required in item 1 below. If your LEA improvement appeal is successful, you will be able to cancel the Forum registrations without cost to your LEA/charter.

The four requirements that must be met by LEAs identified for improvement are:

1. LEA Team attendance at the LEA Improvement session during the September - Fall Process Forum. At a minimum, the superintendent (or designee) and the federal programs director are required to attend. Additional team members may include:
 - Curriculum Coordinator
 - Professional development Coordinator
 - NCLB Committee Representative
 - ELL Director – if applicable
 - Special Education Director – if applicable

The Fall Process Forum schedule is attached for your convenience. Please go to the calendar of events <http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp> and register for a session. Please note, failure to comply with this requirement puts the LEA's Title I funds at risk of being placed on hold.

2. Notification to parents of the LEA's improvement status must be mailed to all parents no later than October 2008. You are encouraged to use LEA improvement grant money for the cost of sending the parent notification letters. A template for the parent notification letter will be provided at the Fall Process Forum.

3. Preparation and implementation of an LEA Improvement Plan that addresses the LEA's AYP determinations and the results of an LEA self assessment. Details will be provided at the Fall Process Forum.
4. Commitment to address the professional development needs of your LEA. In accordance with P.L.107-112 Sec 1116(c)(7)(iii), the LEA must commit to spend 10% of its Title I-A allocation on professional development which addresses the reason AYP was missed development for any instructional staff member in the LEA.

Questions and concerns regarding this process may be directed to Ellen Hallan at (602) 364-2282 or email Ellen.hallan@azed.gov. She will connect you to the LEA Improvement Specialist assigned to your LEA.

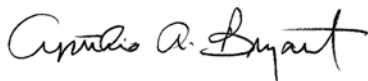
Sincerely,



Kimberly Allen
Deputy Associate Superintendent
School Improvement and Intervention



Nancy Konitzer
Deputy Associate Superintendent
Title I and NCLB Consolidated Activities



Cynthia Bryant
Director of Title I LEA Improvement
School Improvement and Intervention